



**Republic of the Philippines**  
**Department of Environment and Natural Resources**  
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**MEMORANDUM**

**FOR/TO : ALL CONCERNED OFFICES/COMMITTEES  
DENR CENTRAL OFFICE**

**FROM : THE DIRECTOR,  
ADMINISTRATIVE SERVICE**

**SUBJECT : POLICY/PROCEDURAL GUIDELINES ON THE RECEIPT OF  
DELIVERY OF GOODS AND SERVICES IN THE DENR C.O.**

**DATE : SEPTEMBER 29, 2022**

In the interest of the service and to ensure efficient receipt of delivery of goods and services in the Department of Environment and Natural Resources - Central Office the following guidelines and procedures is hereby issued as a guidance to all concerned Offices.

**I. Receiving of Deliveries**

1. As a standard procedure, delivery shall be done only on weekdays (Monday to Friday) except holidays between 8:00AM - 4:00PM, at the Property and Supply Management Division, Supply Management Section (PSMD-SMS), Basement, DENR Main Building, Visayas Avenue, Diliman, Quezon City. Under no circumstances that the delivery be made during Saturdays, Sundays and holidays, unless otherwise, justified by the head of the end-user unit and approved by the Director for Administrative Service;
2. Delivery to other sites other than PSMD-SMS if so warrants, must be properly coordinated to the latter prior to the actual delivery and must be supported by the following documents to be submitted by the end-user units:
  - a. Picture of the item/s
  - b. Delivery Receipt
  - c. Sales Invoice
  - d. Justification for the direct delivery and receipt of the end-user
  - e. Certificate of Acceptance by the Head of the end-user unit
  - f. Requisition Issue Slip (RIS) duly signed in Box A and Box D
  - g. Distribution List/List of Accountable person (for issuance of Inventory Custodian Slip (ICS) or Property Acknowledgement Receipt (PAR) If necessary)

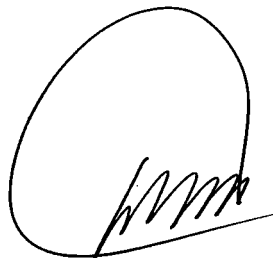
3. Schedule of delivery must be properly coordinated with the PSMD-SMS by the Supplier/Contractor/Service Provider;
4. During the delivery, presence of the end-user/authorized representative shall be required;
5. Unless the end-user request for extension, request for extension of time to deliver maybe granted, prior to its due date for the following reasons only:
  - Force majeure/fortuitous event or an act of God;
  - Beyond the control of the supplier/contractor or manufacturer; and

## **II. Inspection and Acceptance**

All items to be inspected shall be accepted first by the Property Officer, as the case maybe. (Sec. 114, COA Cir. 92-386). Items are still subject for inspection for conformity with specifications of the Contract/Purchase Order:

1. PSMD-SMS shall first verify the indicated items in the Delivery Receipt (DR) against the Contract/Purchase Order;
2. PSMD-SMS shall examine, check and count the delivered goods/services as to quantity only;
3. If the delivery is complete, the PSMD-SMS Supply/Property Officer shall sign the received portion of the DR, file the original copy and return the duplicate copy of the DR to the Supplier/Contractor;
4. PSMD-SMS shall prepare the Notice of Delivery (NOD) for endorsement to COA within twenty-four (24) hours from delivery. [and prepares / endorse Request for Inspection (RFI) to the Inspection and Pre-Acceptance Committee (IPC)]

For information and compliance

A handwritten signature in black ink, appearing to read 'R. Castro', is written over a large, hand-drawn oval shape.

**ROLANDO R. CASTRO**